

TOWN OF MAYNARD

POSITION DESCRIPTION

Title:	Town Planner
Department:	Office of Municipal Services (OMS)
Appointing Authority:	Board of Selectmen
Affiliation:	Exempt
Updated:	3/20/14

Summary of Duties

Responsible for the review and analysis of applications submitted to the Planning Board and Zoning Board of Appeals for completeness and conformance. Provides technical assistance to the Planning Board and Zoning Board of Appeals; preparing grant applications and managing projects; undertaking neighborhood and strategic planning initiatives; working with residents and neighborhood groups; and responsibility for other community development projects as assigned.

Supervision Received

Reports to and works under the general direction of the Executive Director of Municipal Services and/or Town Administrator. Performs complex functions requiring the exercise of broad discretion and considerable independent judgment.

Supervision Exercised

May exercise general supervision over temporary, clerical and other support staff as assigned.

Job Environment

Office work is performed under typical office conditions. Work is sometimes performed in the field under various conditions for purposes of plan reviews and inspections, and other departmental functions and assignments.

Operates standard office equipment, including a computer and keyboard.

Frequent attendance at evening meetings and occasional travel to meetings and other communities.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Responsible for facilitating the development and analysis of municipal planning programs and the evaluation of their potential and actual impact upon the physical, economic, and sociological conditions in the Town.

Reviews applications submitted to the Planning Board and Zoning Board of Appeals for technical accuracy. Coordinates the timely review of applications.

Attends meetings of the Planning Board and Zoning Board of Appeals, as needed. Provides general administrative, technical, and advisory assistance to each Board.

Drafts decisions for Planning Board adoption on complex agreements and proposals.

Drafts regulations, warrant articles, policies and by-laws.

Recommends, designs and implements and evaluates short and long term projects, consistent with land use planning objectives. Undertakes general planning, including research, and analysis.

Participates in regional planning activities and initiatives; coordinates the Town's collection and review of development projects in surrounding communities; represents the Town as directed.

Is responsible for administering all applicable state laws and statutes, Town by-laws, codes and programs; may draft policies, applications and standards for Planning Board review; confers with Town Counsel as necessary.

Coordinates consultant review of subdivision plans and site plans and construction thereof to ensure proper oversight of all new development.

Monitors progress on projects and prepares status reports and recommendations.

Performs similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in planning or a related field; Master's Degree preferred.

Experience:

Three (3) to five (5) years of progressively responsible, broad based experience in municipal planning.

Substitutions:

An equivalent combination of education and experience.

Licenses/Certificates:

AICP certification preferred, or willingness and commitment to working towards AICP certification while employed.

Knowledge, Abilities and Skills

Knowledge of local, state, and federal laws and regulations governing planning and development.

Knowledge of subdivision control, zoning, relevant municipal case law, other environmental rules and regulations.

User knowledge of personal computers and Windows-based software programs, including operating systems, word processing, spreadsheet, database applications and geographic information systems; skill and ability to operate a personal computer and a variety of office equipment.

Ability to develop effective working relationships with colleagues and the general public.

Ability to handle multiple projects simultaneously.

Ability to read site plans and construction/engineering documents.

Ability to perform construction site inspections or coordinate them with a consulting engineer.

Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Ability to maintain detailed, complete and accurate records.

Ability to communicate effectively, both orally and in writing displaying excellent communication skills.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to maintain the confidentiality of information.

Excellent customer service skills.

Physical Requirements

This position requires light physical effort while performing duties under typical office conditions however on occasion, frequently required to sit, talk and hear. Must have physical agility required to access all levels of potential development sites, which includes rough terrain. Required to spend limited hours walking or standing. Vision must be correctable to normal ranges. Must be able to judge distances and spatial relationships. Ability to operate a keyboard.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.